



Ministry of Transport, Highways and Urban Development

Applications are invited among Sri Lankan Citizens for the below Position of “**Port Access Elevated Highway Project - (PAEHP)**” implemented under the Ministry of Transport, Highways and Urban Development. The Project Management Unit (PMU) is basically established at Colombo, for the purpose of implementation of road construction and development activities.

These appointments will be subjected to the provisions of Management Service Circular No.01/2019 issued by the Ministry of Finance on 05.03.2019

Name of the Project - Port Access Elevated Highway Project (Above US \$ 250 million category)

No.	Designation Name	PS/ Salary Category according to the MSD Circular No.01/2019	Number of Vacancies
01	Project Secretary (PMU)	PS - 06	01

According to the above-mentioned MSD Circular 1/2019 PS-03 category (Above US \$ 250 million category) basic qualification are given below

Qualifications required for the posts of Project Secretary (PS 6 Category A)

According to the above mentioned MSD Circular 1/2019,Annexure 01, PS 6 category A (Above US \$ 250 million category) basic qualifications are given below

Minimum Qualifications & Experience [(1) or (2) below]

1. Having Passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil language.

With

- A Secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.

With

- Minimum 06 years of Experience in relevant field.

2.

A Chartered Secretary with at least 05 years of experience in relevant field.

General Conditions:

- Recruitment, salary, benefits and other service conditions will be as per the provisions stipulated in Management Services Circular No. 1/2019 issued by the Ministry of Finance on 05.03.2019.
- Selections will be based on a structured interview and other circular conditions.
- All application must be filled according to the format given in this circular and send all the copies of relevant documents.
- If applying for more than one post, separate applications should be submitted for each post.
- Candidates should be agreed to work around any place in the area and/or country if selected.
- The Project office is situated at 1st floor, Chaithya Road, Colombo 01.

01. Age Limit:

- Below 60 years for Government, Semi- Government Officers
- Below 64 Years for Others

02. Salary:

Salary and allowances will be paid based on the Management Service Circular no. 01/2019 issued by the Ministry of Finance.

03. Terms of Employment:

- The appointment will be on contract basis, initially for a period of one year. Extension could be considered based on the Service requirement and performance.
- If the applicant already holds a permanent post in the Government or Semi-Government institutions, appointment will be based on according to the releasement basis mentioned on para 2.3.3 in 1/2019 MSD Circular, that recommended by the appointing authority of the substantive post and the considering correct releasement basis.
- Candidates who have not completed the application properly and have not submitted the correct data along with the application, and those who have not fulfilled the qualifications and other requirements specified in the Management Services Circular No. 1/2019 will not be considered for appointments.
- The decision of granting appointment or not, discretion of the Secretary of the Ministry according to in terms of the circulars and other provisions.

04. Recommendation of the Institution Head

Applicant who already holds a permanent post in the Government or Semi Government Institutions, should be sent their applications through the Head of the Institution and with the consent of releasement from the substantive post and recommendation of the releasement basis according to the para 2.3.3 in 1/2019 MSD Circular. (Otherwise application will be rejected.)

05. Submission of the Application

Duly filled applications along with the particulars of academic qualifications work experiences and other relevant information according to the format given below should be sent through head of the Institution with the recommendation (If Applicable) under registered post, indicating the name of the post & project as appeared in the advertisement written on the top left hand corner of the envelope, to **Secretary, Ministry of Transport, Highways and Urban Development, “Maganeguma Mahamedura”, No.216, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla on or hand over to Administration division of the Ministry on or before 09.12.2025.**

06. For Special Attention

- **Applications that are not properly filled in accordance with the given format will be rejected.**
- **Only the qualifications that submitted certificate copies with the application will be considered for selection.**

07. For any Inquiry Please Contact

0112271048

08. If there is any incompliance between the language phrases of this advertisement published in the Sinhala, Tamil & English mediam, and facts in the Sinhala advertisement shall prevail.

Application format - Annex 1

Secretary

Ministry of Transport, Highways and Urban Development

Post applying for

Annexure 1
For office use

APPLICATION FORM

Application for the post of..... for
Projects, Ministry Of Highways

1) Post applying for:
(If applying for more than one post, separate application should be submitted for each post)

2) Name with Initials

(In Sinhala)

මයා/මිය/මෙනවිය

(In English / Block capital letters) Mr./ Mrs. / Miss:

.....

3) Names denoted by the initials

(In Sinhala)

(In English / Block capital letters)

.....

4) Nationality:

5) Gender: Female / Male:

6) National identity card No:

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7) Date of birth:

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8) Age:

(As at application closing date)

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9) Residence details:

Office details:

Address	
.....	
.....	
.....	
Telephone No	
Mobile No	
E - Mail	

Address	
.....	
.....	
.....	
Telephone No	
Fax No	
E - Mail	

10) Educational Qualifications:

- G.C.E. O/L (අ.පො.ස. /සා.පෙළ)

No	Subject	Grade	
		1 st Attempt Index No:	2 nd Attempt Index No:
01			
02			
03			

- GCE A/L (අ.පො.ස. /උ.පෙළ)

No	Subject	Grade	
		1 st Attempt Index No:	2 nd Attempt Index No:
01			
02			
03			

11) Other Qualifications - (Degree/ Diploma/ Certificates/ Trainings etc.)

No	Course Name	NVQ Level (If Any)	Subject / Relevant Field	Validity Date	University/Institute
01					
02					
03					

12) Experiences Gained:

I. Permanent Appointment Date:

II. Designation:

III. Confirmation Date:

Position	Institution	Period (From – to)	No of Years

13) Details of previous releasement from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

14) Certificate / Letters regarding experience (Attach photocopy)

- I.
- II.
- III.

15) Certification of the Applicant

I certify that I have read the Notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application it true and correct. I am aware that,I am not eligiblet to the post if the information I have provided is found to be incorrect and I have bound with the rules and regulation which are mentioned in 1/2019 Management Services Circular.

Date:

.....
Signature of applicant

**16) Recommendation of the Head of the Institution
(For Government, Semi- Government officers and Permanent Officers)**

01. I hereby certify that the below mentioned details are true and correct as per the details in Mr./Mrs./Miss. (Name of the applicant) personal file, who is submitted this application is serving in (Present Employment Place)

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

02. Applicant is serving in (Present Employment Place) as a (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

03.

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

Also, His/ her previous releasement details from the substantive post that are in above table are confirmed with their personal files.

04. After considering above details and provisions stipulated in Management Services Circular No: 1/2019, He/ She could be released and agreed to be released according to the Para 2.3.3 (a) – Fulltime releasement with full pay basis/2.3.3. (b) – Fulltime releasement with no pay leave basis/2.3.3 (c) – Acting releasement basis for the (Further releasement period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date:

.....

Signature and seal of Head of the Institute